

Examiner: Steege 2625

Serial #: 09 986 299

Date Reviewed: 5-12-05

RED FOLDER CHECKLIST (COUNT)

LIE's are responsible for reviewing cases "BEFORE" counting them:

✓ Verify that the Office action is complete with all pages present

- ☐ PTO Form _____ is missing
- ☐ Document # _____ missing from folder but is listed on PTO-892
- ☐ Document # _____ present but not listed on PTO-892
- ☐ Document# _____ on the 892 forms doesn't match _____
- ☐ Serial number on PTO-892 does not match application number
- ☐ PTO-1449 not signed and dated
- ☐ Class/Sub Class boxes on 1449 not complete or lined through

✓ Verify that a Primary Examiner or SPE signs the Office action

- ☐ Detailed action not signed by primary or SPE
- ☐ PTO form _____ is not signed

✓ Verify that all previously filed papers have been entered

- ☐ Amdt dated _____ has not been entered in palm
- ☐ Terminal Disclaimer has not been approved by paralegal
- ☐ Other: _____

Examiner Signature: _____ Date: _____

NO Errors Were found

****Please return to: Monica Graves on _____ by 12-noon**
in order to receive the count for this application**